



## Community Action Grants

### Program Purpose

The Arthritis Society is committed to extinguishing the fire of arthritis in communities across Canada. This is why we are introducing our new community action grants aimed at providing more opportunities for people to connect, learn, and thrive with arthritis in their own communities. Living with pain can be isolating, but together we can fight the fire of arthritis.

We will support communities exploring local solutions for people living with arthritis through the Arthritis Society's community action grants. We are looking to support groups and individuals addressing arthritis-related needs specific to their communities, including health inequities and disparities that impact access to arthritis information and care.

Arthritis affects 1 in 5 people over the age of 15, and almost half of people over the age of 65. This program will help community members, groups and organizations deliver arthritis and joint pain related programs, services, or information directly in communities.

Effective arthritis management can lead to reduced pain, improved mobility and an increased quality of life. While some types of arthritis require special medications, everyone with arthritis can benefit from patient education, therapeutic exercise, staying active, and eating well.

Application deadline is **August 31, 2022 at 11:59pm PST**.

Successful applicants will be contacted in early October 2022. All grant activities must be complete by **March 2023**.

### Program overview

#### Funds available:

The Arthritis Society Community Action Grants consists of two granting streams: Education and Awareness Grants, up to \$1,000 each, as well as Programming Grants, up to \$5,000 each.

#### Who can apply:

Community Action Grants are available to individuals, community groups, community centres, health centres, organizations, schools, clubs, long-term care homes, seniors' residences, or other groups

interested in providing a program or activity of benefit to people living with arthritis or caregivers of people living with arthritis.

We encourage applications from all eligible candidates. Please contact us to ensure any accessibility needs are accommodated throughout this process. All information received relating to accommodation will be addressed confidentially.

### Activities and Audiences

While all applications are welcome, the Arthritis Society will place a priority on geographic locations, and ideas that are not already included within Arthritis Society programming, and from groups or organizations with proposals that serve:

- Indigenous communities
- Black and People of Colour communities
- members of 2SLGBTQIA+ communities
- people living with disabilities in addition to arthritis
- newcomers to Canada
- people living in northern, rural, or remote communities
- low-income communities
- homeless, underhoused, or street-involved individuals

While starting a new program or activity is encouraged, consideration will also be given to organizations or groups who are seeking to enhance or increase their current program capacity, or who are applying to fund an existing program that is currently unfunded.

Proposed programs that exclude participants on the basis of citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed [religion/faith], sex (including pregnancy), family status, sexual orientation, gender identity, or gender expression will not be considered, except where the proposed program aims to increase access specifically for people in typically underserved communities.

### Proposal evaluation

All submissions will be reviewed and scored by a grant selection committee that includes people with lived experience with arthritis. Their recommendations will then be reviewed by the Arthritis Society who will select funding recipients based on grant criteria, funding availability, and potential for impact.

\*If you, or someone from your community is interested in becoming a reviewer for a future Community Action Grant cycle, please contact us at [communitygrants@arthritis.ca](mailto:communitygrants@arthritis.ca) to let us know!

## Granting Streams

### **Education and Awareness Grants**

Grants up to \$1,000 each to support starting community groups, or for short duration programs and activities to increase education and awareness about arthritis

Examples could include (but are not limited to): hosting a healthy cooking workshop, an arthritis awareness poster campaign, a meditation series, hosting a guest speaker, arthritis awareness day activity, or other awareness activities for people living with arthritis or their caregivers.

### **Programming Grants**

Up to \$5,000 each to support a community-based program to help people living with arthritis and/or their caregivers. This grant may also be used to fund a program pilot.

Examples could include (but are not limited to): a facilitated weekly exercise group, a food and nutrition program, a community garden to increase food security and social connections for people living with arthritis, an assistive device program, a facilitated support group, a weekly dinner club, or other initiative to benefit those living with arthritis.

We encourage creative ideas that will help foster social connections and provide benefit to people living with arthritis.

### **Selection criteria**

Applications will be evaluated using the criteria below. Please include as much detail as possible for each of the following.

- **Potential impact:** The proposed education and awareness, or program application should include information about how your program or activity will address one or more of the following:
  - serve people living with arthritis
  - empower participants to better manage their arthritis
  - connect people living with arthritis to support
  - serve caregivers of people living with arthritis
  - help children or families with arthritis
- **Benefit to people living with arthritis or their caregivers**
- **Uniqueness**
- **Reach:** The number of people who will benefit from the proposed initiative including how it will be measured and the program targets.
- **Feasibility**
- **Application team experience and appropriateness to lead initiative**

## Application requirements

Include the following information in your application:

- Primary audience (e.g., people living with arthritis, caregivers, children living with arthritis, children of adults living with arthritis). Tell us who your audience is, and why you are planning to reach this group of people.
- Clearly outline how you will conduct outreach to participants.
- Support group or education-based program proposals must include details about who will be facilitating the group, and their qualifications to support people in this role. For example, are they a community leader, trusted person, an instructor, a registered social worker or other professional? Please include their qualifications and any credentials if relevant to your proposal.
- Applications must include a budget using the template provided with as much detail as possible.
- Include a proposed workplan or timeline for your program or activity to take place. (Please ensure your project can be completed within the grant timelines: October 2022 to March 2023.)
- If you are submitting an application for on-going programming, please include an outline sharing how you plan to continue this program after initial funding from the Arthritis Society.
- What impact will the program or activity have on your community? Will participants feel more knowledgeable and empowered to manage arthritis as a result? (Include how you will measure these outcomes in your evaluation plan)

### Additional Requirements

If your application is successful, you must agree to the following:

- All activities must adhere to current COVID-19 and public health guidelines for your area.
- All program advertising must include recognition of funding from the Arthritis Society.
- All receipts and invoices for project expenses must be submitted to the Arthritis Society.

### Budget

When creating your budget, please itemize as much as possible how you will use the funds. Below is a list of eligible and ineligible expenses.

Eligible expenses include:

- Public transit tokens/passes for participants
- Food/snacks
- Venue rentals (e.g. renting a school or community centre gym, community room, pool time, etc.)
- Honoraria for guest speakers or education facilitators
- Program materials (e.g. notebooks, art supplies, paper plates/cutlery, masks and hand sanitizer for in person groups, print materials, worksheets, photocopy costs)
- Purchase of equipment or software to be used by community for ongoing program use to benefit people living with arthritis and/or caregivers. (e.g. tablet, laptop, or other equipment as required for use by the program)
- Sign language interpretation
- Translation into other languages

Ineligible expenses include:

- Alcohol or cannabis/marijuana infused drinks or food items
- Entertainment expenses, except where directly related to program activities (please outline in your budget)
- Gift items, except where directly related to honoraria (please specify in your budget)
- Personal expenses not used for group activities or programming
- Any expenses not directly associated with the program
- Capital expenses associated with fixed structure, land or vehicle
- Government penalties
- Property taxes, or other structural fees

Note: This program is not intended to fund research initiatives.

### Funding

Funding will be released in two transactions. 80% of the grant will be deposited into your account following approval and prior to the commencement of your program or activity. The remaining 20% of the grant will be deposited upon completion of the grant reporting.

- Funding can only be released to a non-personal bank account with two or more signatories. If you are an individual wishing to apply for funding, consider approaching a local not-for-profit organization, charity, community centre, or health centre who may be able to partner with you and receive the money in trust for your program or activity. If you are applying as an individual and have questions about this process, please contact us before submitting your application.
- Please keep all receipts and invoices for your program or activity. We will require copies of all receipts to be submitted.

Please note any receipts dated before you have received official confirmation from the Arthritis Society acknowledging receipt of a grant will not be accepted. Only expenses incurred during the grant cycle will be eligible for reimbursement (October 2022 to March 30, 2023).

If you have questions, please contact Luke Fox at [communitygrants@arthritis.ca](mailto:communitygrants@arthritis.ca) before submitting your application. Changes cannot be made to an application once it has been submitted.

## APPLICATION FORM

Name of program or activity:

Name of group and/or project leaders:

Name of main contact person:

Contact phone number:

Contact email address:

Name of additional contact person:

Contact phone number:

Contact email address:

City/Town/community of applicant:

Province or Territory of applicant:

Contact preference (phone or email):

In what community, town, or city will  
your program take place?

Please select which grant stream you would like to apply to:

Education and Awareness Grant (up to  
\$1000)

Program Grant (up to \$5000)

How did you learn about the  
Community Grant Program?

All activities must adhere to current COVID-19 guidelines for your area. Please include any COVID-19 related precautions in your program or project overview as well as in your budget where applicable.

Describe your education and awareness activity or program, including how it will be run and how you will outreach to potential participants (500 words)

Describe the target audience and how you will promote this initiative and recruit participants (250 words)

Describe how your activity or program will promote arthritis awareness or education in your community (300 words)

What impact will this program or activity have on your community? Please explain how you will measure the reach and impact.(300 words)

Describe how this initiative is unique and how it will fill a need for people with arthritis in your community (300 words)

Describe your team's experience and/or background relevant to this initiative (300 words)

Outline your proposed calendar of events or project timeline (250 words)

Explain the continuation plan for your initiative once funding from the Arthritis Society is complete. If the program will not continue after this grant cycle, please explain why. (250 words)

### Budget

When outlining your budget expenses, please ensure they align with the list of eligible and ineligible expenses outlined in the information section above.

Please outline your program or activity budget in the table below using the following budget categories to group your expenses together. Please include a brief justification of how the expense is relevant to your program or activity under the description section.

For example, if you have \$20 worth of art supplies, you do not have to list each item, but instead could list art supplies, and explain how they will be used under the description section.

1. Program material (e.g., pens, paper, note pads, art supplies, food or snacks)
2. Equipment or tools (e.g., tablet, 3D printer, software, assistive devices)
3. Venue cost/rental (e.g., pool rental, gym rental, community hall)
4. Marketing materials (e.g., poster printing)
5. Honoraria (i.e., for a facilitator, guest teacher or speaker)
6. Travel expenses (e.g., bus or taxi fare used to transport people or items to and from activity)



Item	Description and explanation of use	Total estimated cost
<b>Program Materials</b>		
Example: surgical masks	12 people x 6 meetings = 72 masks @ \$1 each to meet local COVID-19 guidelines	\$72.00
		\$
		\$
		\$
		\$
		\$
<b>Equipment or tools</b>		
		\$
		\$
		\$
		\$
		\$
<b>Venue Cost</b>		
		\$
		\$
		\$
		\$
		\$
<b>Marketing Materials</b>		
		\$
		\$
		\$
		\$
		\$
<b>Honoraria</b>		
		\$
		\$
		\$
		\$
		\$
<b>Travel Expenses</b>		
		\$
		\$
		\$
		\$
		\$
<b>TOTAL FUNDING REQUEST</b>		\$

### Conflict of interest

Please disclose any conflicts of interest you may have that relate to receiving Arthritis Society funding. For example, do you have current or past funding from the Arthritis Society for other initiatives? Are you supported by funding from other industrial or corporate sponsors? Do you have a personal connection to Arthritis Society staff? Having a conflict of interest will not prevent you from being considered for a grant, but will be declared to the selection committee for transparency.

### Requirements

- All activities must adhere to current COVID-19 and public health guidelines for your area.
- All education and awareness activity or program advertising must include recognition of funding from the Arthritis Society.
- All receipts and invoices for project expenses must be submitted to the Arthritis Society.
- Upon receipt of funding, applicants will adhere to the proposed project timeline included in this application except where alterations have been pre-approved by the Arthritis Society.

If you have questions, please contact Luke Fox at [communitygrants@arthritis.ca](mailto:communitygrants@arthritis.ca) before submitting your application. Changes cannot be made to an application once it has been submitted.

**Disclaimer**

The collection and storage of personal information by the Arthritis Society is governed by the Arthritis Society's Privacy of Personal Information Policy, which is consistent with relevant legislation.

Release Form

The Arthritis Society depends on donor dollars to fund its grants and awards. Applicants must declare their willingness to allow the Arthritis Society to provide details of the grant project or program to potential donors or partners, and the general public.

If your application is approved and receives funding the Arthritis Society will share a short summary of the project or program with funders, and the public through our website, [www.arthritis.ca](http://www.arthritis.ca) and other communication channels. Upon completion, we may also share how the project or program impacted your community. This may be shared using our website, social media and other communication channels.

By signing the below, you agree that you have read and understood the Arthritis Society Community Action Grants guidelines and release form, and you, your project, program, organization, or any affiliated parties will follow the guidelines set out by the Arthritis Society's Community Action Grants.

X \_\_\_\_\_  
Signature of primary contact

X \_\_\_\_\_  
Signature of secondary contact

\_\_\_\_\_  
Print name of primary contact

\_\_\_\_\_  
Print name of secondary contact

Date:

Date: